



For the attention of [REDACTED]

Southampton City Council
Civic Centre
Southampton
SO14 7LY

Date: 02 March 2023

Enquiries To: [REDACTED]

My Reference: F6/RO/9651/00763546

To whom it may concern

Letter of Fire Safety Matters

Premises: Holcroft House, Holcroft Road, Southampton, SO19 6HA

I visited your premises on 28 February 2023 and evaluated the fire safety provided. I am pleased to advise you that you showed adequate safety. However, I am of the opinion that you can improve that safety. The attached schedule sets out my suggested improvements. There is no time limit associated with this letter. I do not intend to return in connection with this visit.

Have Your Say

You can clarify or challenge what you need to do by contacting us on the above details.

We would also appreciate feedback on our visit, please feel free to complete our post engagement form, it should take a couple of minutes and all responses are anonymous (unless you provide us with your details). [HIWFRS Fire Safety Post Engagement Feedback Form](#).

Alternative Solutions

You might want to use a different solution to meet the outcome(s) stated in the schedule. An alternative approach might enable you to make improvements that better meet your needs. I will be happy to discuss your ideas and suggestions.

Yours Faithfully

[REDACTED]

Authorised Fire Safety Inspecting Officer
On behalf of, and duly appointed by the Hampshire & IOW Fire & Rescue Authority

CC: [REDACTED]@Southampton.gov.uk

CC: [REDACTED]@southampton.gov.uk

Schedule of Fire Safety Improvements

Notes to this schedule:

The government guidance most suitable to your premises is: Residential Care, which can be found at: <http://www.cfoa.org.uk/19512>

Before you make certain changes to the premises, you may have to apply for approval from statutory bodies and/or others having interest in them. If you have doubt about the need for approval, you should ask the relevant body. For example, you may have to apply for approval from a Building Control Body to make material alterations, website:

<http://www.legislation.gov.uk/ukxi/2010/2214/regulation/3/made> tells you how.

You might also need to apply for the property owners' permission or for listed building consent, website: <https://www.historicengland.org.uk/advice/planning/consents/lbc/> among others tells you how.

Item Number 1	
Outcome	This work is necessary to help people understand what to do if fire breaks out.
Suggested Action	Carry out fire drills to simulate a night time evacuation to practice the procedures you have in place for people to follow in case of fire.
Reason	<p>The number of resident beds which you allow in each sub-compartment should depend on the minimum number of your staff who are awake and available on the premises (normally the night-time staffing level).</p> <p>Your risk assessment should identify the number of staff you need to carry out your emergency plan.</p> <p>This is contrary to Article 11 & 15(1)(a)</p>

Item Number 2	
Outcome	This work is necessary to enable nominated employees to safely fight outbreaks of fire.
Suggested Action	Ensure that nominated members of staff are given adequate training in the use of fire-fighting equipment.
Reason	The employees nominated to implement fire-fighting measures have not received adequate training. This means that they might be harmed while tackling a fire.

Item Number 3	
Outcome	This work is necessary to detect fire and raise an alarm.
Suggested Action	Carry out the recommendations of the fire alarm engineer and upgrade the current fire detection and alarm panel. The changes should be carried out and commissioned by a competent person.
Reason	Staff within the premises may not be able to identify the location of the fire delaying their escape.

Item Number 4	
Outcome	This work is necessary to make sure that escape routes (corridors, stairs and doors) can be safely used whenever they are needed.
Suggested Action	Ensure that all fire doors are properly tested and maintained.
Reason	The Fire risk assessment identified defects of various fire doors that had not been properly tested and maintained. This means that they could fail without warning or at the moment they are needed most and that people would be at risk in case of fire.

Item Number 5	
Outcome	This work is necessary to reduce the risk of the spread of fire.
Suggested Action	Ensure that 30 minute fire resistance is provided in the following locations so that fire and smoke cannot pass: Sub-compartment walls that should extend into the roof space.
Reason	The fire resistance of sub-compartment walls into the roof space may not be providing sufficient protection in case of fire and would affect people before they could escape.